

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting April 19, 2016

Present: Chairperson Rauh, Commissioner Sullivan, Commissioner Scales, and Executive Secretary Gabrielle Mahoney

Guests: Irene Sorriento (COT) and Kristen Miaski (TSD)

Chairperson Rauh called the meeting to order at 9:35 A.M.

- 1) **Consider the minutes of the March 22, 2016 meeting.** Following review, a motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0

The following items were taken out of order.

- 3) **Consider an MSD-222 to establish a new position tentatively titled Human Resource Generalist (TSD).** Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
- 4) **Consider a job specification tentatively titled Human Resource Generalist (TSD).** Following review, a motion was made by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor, 3-0.

The Commission returned to the regular agenda.

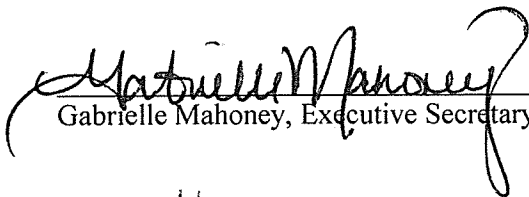
- 2) **Consider a revision to the job specification for CDBG Outreach Coordinator (COT), previously tabled at the 3/22/2016 meeting.** Following review, a motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 5) **Review a lateral transfer request from the Troy Police Department for one (1) Police Officer from the Albany County Sheriff's Department.** Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 3-0.
- 6) **Consider an MSD-222A to establish an additional position of Data Entry Machine Operator (COT).** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 7) **Establish an eligible list for four (4) years for Library Assistant.** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.

- 8) **Establish an eligible list for four (4) years for Personnel Technician (prom).** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 3-0.
- 9) **Establish an eligible list for four (4) years for Personnel Technician (o.c.).** Following review, a motion was made by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor, 3-0.

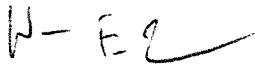
The next meeting is scheduled for **Tuesday, May 17, 2016 at 9:30 A.M.**, in the Troy City Hall main conference room.

The meeting was adjourned at 10:02 A.M.


Respectfully submitted,



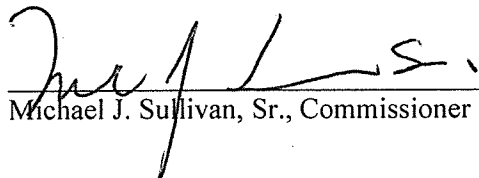
Gabrielle Mahoney, Executive Secretary



William Rauh, Chairperson



Suzanne Scales, Commissioner



Michael J. Sullivan, Sr., Commissioner